



## COUNTY OF SALEM

### REQUEST FOR PROPOSAL FOR THE POSITION OF **GRANT WRITER**

#### **Position and Term:**

The County of Salem requests proposals from Grant Writers or firms interested in serving in the position of “County Grant Writer” for the term of one year, upon approval by the Board of Chosen Freeholders.

#### **Minimum Requirements:**

Must have at least 1 available grant writer with extensive demographic and historical knowledge of the County of Salem and must be in good standing with the County and grant agencies.

Minimum 3 years of grant writing experience for grant writers or firms.

#### **Description of Services:**

Recipient will serve as County Grant Writer for the County of Salem. Recipient attends meetings with County officials or Board of Chosen Freeholders as requested. Recipient interfaces closely, typically on a regular basis with the County Administrator/Clerk to the Board and is responsible for the preparation of the County’s grant proposals in response to needs of the County. Recipient will possess the ability to identify grant opportunities for the County in conjunction with on-going projects, as well as, on-going contact with County officials as to the grant writing progress and due dates. Recipient acts as a consultant to the County’s Officials in relation to preparation and issues relating to grant in progress as well as grant opportunities.

Grant Writer or firm will provide a description of the project and pursue financial resources for capital, infrastructure, programmatic and related needs of the County. Grant Writer or firm shall (i) recommend federal, state, regional and foundation grant and/or financing resources and/or programs available to meet County’s needs and (ii) apply for the applicable programs upon County approval of Grant Writer’s recommendations. The Grant Writer or firm shall – as authorized – undertake the necessary analysis, applications, and related activities to accomplish the grant’s “Request for Proposal” as follows:

1. Preliminary program and financial analysis and strategy development, informal and formal communications with prospective funding agencies, development of project profiles, and other descriptive documents outlining proposed projects with the purpose of securing an invitation to apply for funding. This area of services shall also include negotiations with other municipal, county, and regional agencies, foundations and the private sector to the extent necessary to carry forth the development of goals of the County of Salem.
2. Special technical support services including, but not limited to, planning and implementation strategies, innovative financing strategies, economic development initiatives, project and funding matrices and other services supporting the overall objectives of the County of Salem.
3. Preparation of pre-application and/or application documents as specified by and required for submission to state, federal, and regional agencies and foundations/philanthropies.
4. Provision of program implementation and project administrative services in order to insure that programs approved are carried out in accordance with contractual terms and conditions and in compliance with all applicable federal and/or state statutes, regulations, and executive orders, etc.

#### **Compensation:**

Compensation shall be based on a professional services contract to be negotiated by the County with the applicant deemed to be advantageous.

The grant writer or firm shall be entitled to bill in accordance with its customary rates schedule for municipal and county clients provided the same is reviewed and approved by the County or agreed upon sums for specific grant writing services for special projects. Compensation may be on a per grant basis in a lump sum amount not to exceed an agreed upon sum.

#### **Fair and Open Process:**

This Request for Proposal is being solicited through a fair and open process in accordance with N.J.S.A. 14:44A-20.4. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

In order to be considered applicants **must submit** their reply to the Office of the County Purchasing Agent at 94 Market Street, Salem, New Jersey 08079 (phone #856-935-7510 x 8401) **on or before 11:00 a.m. on January 22, 2010.** At that time and place all proposals received shall be publicly opened and announced by the County Purchasing Agent or her designee.

Proposals will thereafter be received by the Salem County Board of Chosen Freeholders who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the County of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the County; (v) availability to accommodate meeting and interface requirements with the County Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the County; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The County reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the county.

The County's determination of the applicant who is most advantageous to the goals and objectives of the County shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any County Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any county Official, Officer or employee to secure unwarranted privileges or advantages.

#### **Qualification Evaluation:**

1. Minimum requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Describe the number of municipal/county grant writers on your staff.
3. Describe the size of your firm and firm capabilities with regard to municipal/county clients.
4. Describe your firm's participation in other grant writing venues.
5. Describe your firm's ability with regard to not only grant writing expertise but also expertise in the area of grant research, grant summarization, and grant appropriateness, demographic analysis of the County, State, Region and understanding of legal issues relating to grant application and writing.

6. Describe the firm's involvement and affiliation with professional associations directly involved in support grant writers or grant writing firms, as well as, involvement with related governmental agencies.
7. Describe the grant writer and/or firm's policy with respect to continuing professional education as it relates to improving grant writing skill sets.
8. Please list all public entities/agencies for which you presently serve as grant writer complete with term of appointment and contact person and related phone number.
9. Disclose and describe if you or any member of your firm have ever had their professional license suspended or revoked in New Jersey or any other state.
10. Where is the location of your office? In Salem County; or out of Salem County.
11. Describe the resources of your office. Include details of support staff. Include information on other qualified grant writers in your office who would be available to County Officials in the event you were absent or unavailable.